

Role Description

Role Title	Safeguarding Committee Convenor
Governance Area	Safeguarding Policy and Compliance
Main points of contact	Sharon Barr – Committee Secretary and Head of Safeguarding
Sources of Support	Administrative support provided by Emma Pearce - Safeguarding Co-ordinator Secretary to the Committee is Sharon Barr
Location	The committee meet 4 times a year; three are online for two hours and one in September is in full day in person at Church House, London.
Time Commitment	Three online meetings and one in person meetings per annum (dates and times suitable for the membership of committee) plus reading time for papers prior to the meetings which are issued one week in advance of the meetings. You will meet with the Head of Safeguarding prior to each meeting and in between as required. On occasions the committee authorise small working groups for short pieces of focus work that members are invited to join.
Remuneration	Volunteers are not remunerated. The URC will ensure financial expenses incurred by volunteers whilst supporting the work of the Safeguarding Committee will be reimbursed, in accordance with the URC expenses policy. Most meetings of the committee are held online, with one in person meeting each year. All expenses incurred in attending in person meetings will be reimbursed in full.
Background: <p>The Safeguarding Committee is a standing committee of the General Assembly, and is the body responsible for overseeing the implementation of General Assembly's Safeguarding Policy throughout the United Reformed Church and to oversee strategic matters related to safeguarding.</p>	
Committee Summary: <p>See attached Terms of Reference.</p>	

Principal responsibilities and duties

Attending & Participation in Meetings

1. Attend as many of the Committee's meetings as practicably possible and must be able to committee to attending 75% of meetings a year.
2. Read all papers carefully in advance of each meeting in order to participate in discussions and ask appropriate questions.
3. Meet with the Head of Safeguarding (Secretary to Committee) prior to each meeting.
4. Familiarise yourself with the Committee's Terms of Reference.
5. Be willing to support particular pieces of committee work outside of the meetings from time to time.

Training

1. Undertake training in key areas as highlighted within the induction and through ongoing conversation with the Secretary.

Working with other Committees and Volunteers

1. Review as part of agenda items of the Safeguarding Committee other Committee papers that need agreement of the Safeguarding Committee.
2. As required work collaboratively with other Committees on joint areas of work.
3. Attend General Assembly (GA) and Assembly Executive (AE) both once a year residentials.
4. Present papers at GA or AE as required by the Committee.

Expected Standards

1. Create a culture where safeguarding is a core value of the Church.
2. Promote a culture of open and effective communication.
3. Actively foster an environment which nurtures equality and cherishes diversity.
4. Take responsibility for own personal development and develop skills and knowledge applicable to this role
5. Ensure compliance with Safeguarding practice

This role description reflects the overall scope and responsibilities of the role. However, it may change and evolve over time in order to meet organisational needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

Role: Convenor of the Safeguarding Committee

Requirements	Essential	Desirable
Experience and Knowledge	<ol style="list-style-type: none"> 1. A current work knowledge of safeguarding children and/or adults at risk 2. An understanding or willingness to learn about contextualised safeguarding within a faith organisation 3. Knowledge of URC governance structures or a willingness to learn 4. A member of the URC 	<ul style="list-style-type: none"> • Strategic management within the safeguarding field
Skills and Abilities	<ol style="list-style-type: none"> 5. Work collaboratively with a diverse range of people 6. Good IT skills including Microsoft Office, Zoom and email. 	